

Manager Self-Service Player
Created on 10/19/2012 2:53:00 PM

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Manager Self-Service Player

Manager Self-Service

V9.1



Manager Self-Service

T&L Terminology

PHRST End User Training
V9.1



T&L Terminology

T&L Terminology

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T&L Terminology

Procedure

By the end of this topic, you will be able to:

-Understand Time and Labor Terminology

Approximate time to complete topic: **3 minutes**



Step	Action
1.	Congratulations! You now know how to: -Understand Time and Labor Terminology End of Procedure.

Viewing Time

PHRST End User Training V9.1



Viewing Time

Viewing and Understanding Reported Time

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Viewing and Understanding Reported Time

Procedure

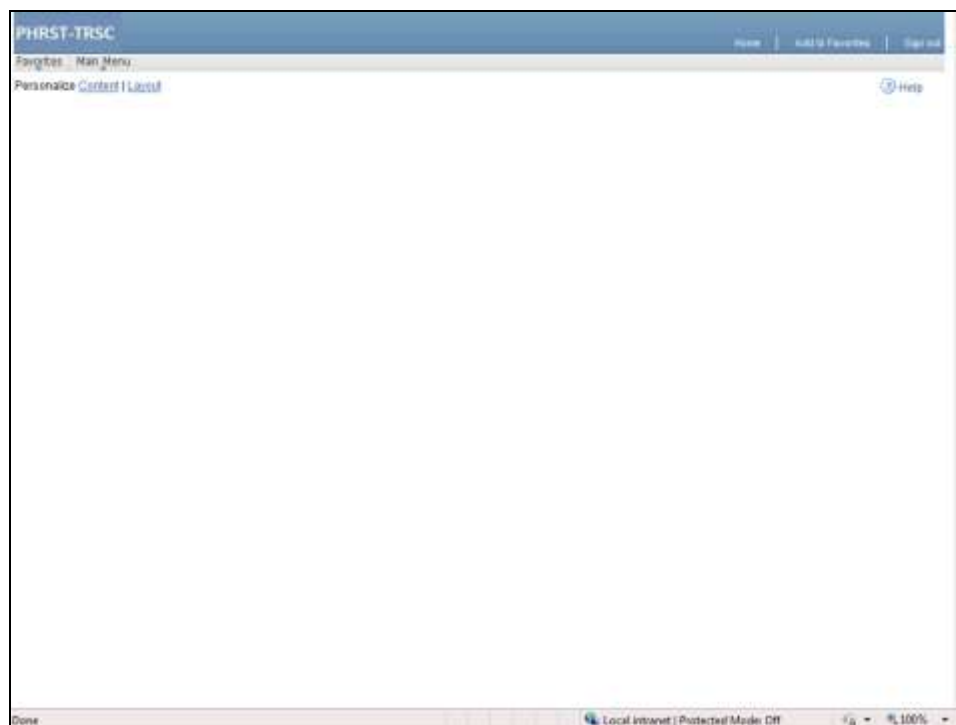
By the end of this topic, you will be able to:


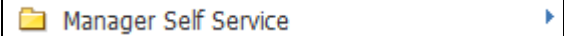
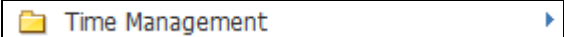


- Navigate to an employee's **Timesheet**
- Review an employee's Reported Time

Approximate time to complete topic: **7 minutes**



Training Guide Manager Self-Service Player



Step	Action
1.	Click the Main Menu button. 
2.	Click the Manager Self Service menu. 
3.	Click the Time Management menu. 
4.	Click the Report Time menu. 
5.	Click the Timesheet menu. 
6.	Timesheet Summary page is used for employee selection. Under Employee Selection Criteria section, choose to search by Time Reporter Group , Empl ID , Empl Record , or Last Name .

Training Guide

Manager Self-Service Player



PHRST-TRSC

Home | Add to Favorites | Sign out

Favorites | Main Menu | Manager Self-Service | Time Management | Report Time | Timesheet

Time Window | Help | Customer Page | Help

Report Time

Timesheet Summary

Employee Selection Criteria

Employee Selection Criteria

Description	Value
Time Reporter Group	
Empl ID	
Empl Record	
Last Name	

Clear Selection Criteria | Save Selection Criteria | Get Employees

View By: Week | Show Schedule Information

Date: 05/03/2012 | Previous Week | Next Week

Employees for Time Sheet, Totals from 05/03/2012 - 05/03/2012

Name	Job Description	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Approved/Submitted Hours	Period Hours	Total OT	Total REG	Employee ID	Empl Record
Shawnla McGarvey		0.000000	0.000000	0.000000		0.000000	0.000000	0.000000	0.000000		

Go To: [Manager Self-Service](#) | [Time Management](#) | [Approve Reported Time](#)




Done

Local intranet | Protected Mode: Off

Step	Action
7.	Click in the Empl ID field. <input type="text"/>
8.	Enter the desired information into the Empl ID field. Enter " 022740 ".
9.	Enter the Pay Period begin date for the reported time to be reviewed. Enter the desired information into the Date field. Enter " 05202012 ".
10.	Click the Get Employees button. <input type="button" value="Get Employees"/>
11.	Click the Shawnla McGarvey link. Shawnla McGarvey
12.	The View By field selection indicates the period that displays on the Timesheet . The default for this field is Week . Available values for the View By field are Day , Calendar Period , and Week . Notice the View By and Date fields can not be changed.
13.	The Reported Hours field displays the number of hours reported for the specified period on the Timesheet .





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Step	Action
14.	<p>The Scheduled Hours field displays the number of hours based on the work schedule for the employee.</p> <p>This field displays 0.00 if the employee is not enrolled in a Work Schedule.</p>
15.	Use the << Previous Week and Next Week >> links to view the previous or next week.
16.	<p>The Timesheet displays the hours worked for the specified date as well as the appropriate Time Reporting Code (TRC).</p> <p>Note: If no exceptions to the Work Schedule exist for an Exception Hourly employee, no time entry is required.</p> <p>Note: Positive time reporters must enter all time worked on the Timesheet.</p>
17.	<p>Shawnla McGarvey's hours reported overrides her scheduled hours. Monday, 5/21/2012 is a holiday in this example, so those hours would not be reported.</p> <p>Note: Employees with a holiday schedule receive their holiday hours on the holiday date in Payable Time.</p>
18.	Viewing the Total Hours column is another way to verify Reported Time .
19.	TRCs (Time Reporting Codes) are used to track time and leave.
20.	<p>If there is an override to funding, this field displays the Combination Code value.</p> <p>If there is no override to funding, this field will be blank.</p>
21.	<p>Click the scrollbar.</p> 
22.	<p>The Wilmington Wage Tax checkbox flags the row's hours as being subject to Wilmington Wage Tax.</p> <p>Note: If you do not reside or regularly work within the City of Wilmington and are reporting occasional time worked within the City, contact your Timekeeper for the appropriate use of this checkbox.</p>
23.	<p>Click the scrollbar.</p> 
24.	<p>Click the Expand section button.</p> 
25.	The Reported Time Status section displays the details of reported time with a Submitted status.
26.	<p>The Comments bubble would contain lines to signify that a Comment exists. In this example, Comments have not been added.</p> <p>Note: If two different TRCs are entered for a single date, there would be two rows of Reported Time for that date and both rows reflect the same Comment.</p>

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Manager Self-Service Player



Step	Action
27.	Click the Expand section button. 
28.	The Reported Time Summary section displays details of the hours reported on the Total REG, Total Reported Hours, Total Scheduled Hours, and Schedule Deviation .
29.	Click the Next Week link. 
30.	No exceptions have been entered for the employee for the week of 05/27/12 - 06/02/12. Since this is a full time employee (Exception Time Reporter), the Work Schedule assigns the hours for the week.
31.	Congratulations! You are now able to: -Navigate to an employee's Timesheet -Review an employee's Reported Time End of Procedure.

Viewing and Understanding Payable Time

PHRST End User Training V9.1



Viewing and Understanding Payable Time

Procedure

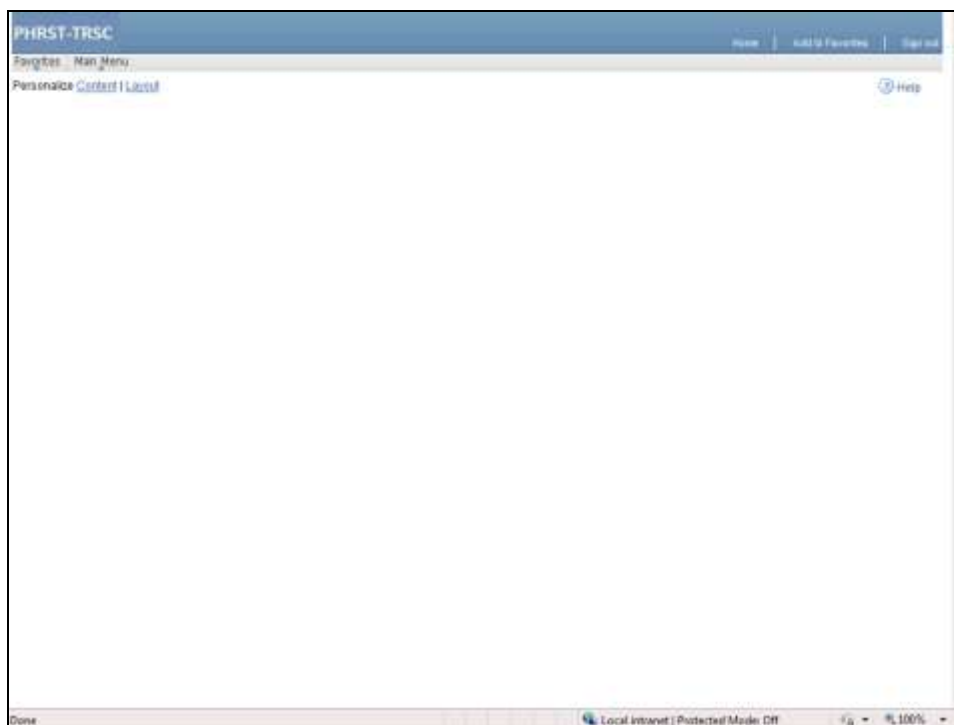
By the end of this topic, you will be able to:


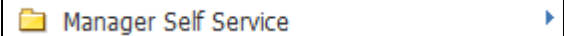
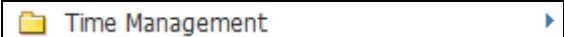


- Understand the **Payable Time Detail** page
- Understand the **Payable Time Summary** page

Approximate time to complete topic: **8 minutes**



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Step	Action
1.	Click the Main Menu button. 
2.	Click the Manager Self Service menu. 
3.	Click the Time Management menu. 
4.	Click the View Time menu. 
5.	Click the Payable Time Detail menu. 
6.	The Employee Selection Criteria section includes Time Reporter Group , Empl ID , Empl Record and Last Name .

Training Guide

Manager Self-Service Player



PHRST-TRSC

Home | Add to Favorites | Sign out

Favorites | Main Menu | Manager Self-Service | Time Management | View Time | Payable Time Detail

New Window | Help | Customer Page | Help

Payable Time Detail

Select Employee

Employee Selection Criteria

Description	Value
Time Reporter Group	
Empl ID	
Empl Record	
Last Name	

Clear Selection Criteria | Save Selection Criteria | Get Employees

Employee List (Terri L Harrison)

Name	Empl ID	Empl Record	Job Code	Job Description	Department	Department Description	Location	Workgroup	Taskgroup	Pos
Terri L Harrison			D							

Go To: [Manager Self-Service](#)
[Time Management](#)

Done

Local Internet | Protected Mode: Off

Step	Action
7.	Click in the Empl ID field. <input type="text"/>
8.	Enter the desired information into the Empl ID field. Enter " 020266 ".
9.	Click the Get Employees button. <input type="button" value="Get Employees"/>
10.	Click the Terri L Harrison link. Terri L Harrison
11.	The system automatically defaults the current date in the Start Date field. The Start Date can be changed to reflect any day of the week.
12.	Enter the desired information into the Start Date field. Enter " 06032012 ".
13.	Payable Time Detail page allows users to view payable time for up to 31 days.
14.	Enter the desired information into the End Date field. Enter " 06162012 ".
15.	Click the Get Rows button. <input type="button" value="Get Rows"/>



Training Guide Manager Self-Service Player

Step	Action
16.	The Payable Time Detail page displays payable time converted from reported and scheduled time by the Time Admin process. Payable Time is the basis for calculating a paycheck.
17.	The Overview tab is the default tab displayed when the Payable Time Detail page is opened.
18.	Payable Status can show: Estimated - Ready for Payroll: Time Admin has run. Payable time is ready for Payroll - Paysheets not built. Taken - Used by Payroll: Payable Time sent to Payroll - Paysheets built. Rejected by Payroll: Reported Time could not be processed and must be corrected.
19.	Click the Time Reporting Elements tab. 
20.	The Time Reporting Elements tab provides additional information when Wilmington Wage Tax is reported on the Timesheet.
21.	Click the scrollbar. 
22.	Country, State, and Locality fields populate if the Wilmington Wage Tax checkbox is checked on the Timesheet with the values of USA, DE, and 77580 . In this example, Wilmington Wage Tax was not reported.
23.	Click the scrollbar. 
24.	Click the Task Reporting Elements tab. 
25.	The Task Reporting Elements tab provides additional information.
26.	Click the scrollbar. 
27.	The Combination Code only displays when entered in Reported Time. The ChartFields link displays the Combination Code and ChartField link with the ChartField string details.
28.	Click the scrollbar. 
29.	Click the Cost and Approval tab. 
30.	The Cost and Approval tab provides additional information.

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Manager Self-Service Player




Step	Action
31.	Navigate to the Payable Time Summary page to view the same employee information in summary form.

Date	Payable Status	Reason Code	Approval Monitor	Time Reporting Code	Quantity	Approved at	User ID	Published	Publish Date
08/04/2012	Taken by Payroll		Approval Monitor	REG	7.50	01/01/1900 12:00:00AM		<input type="checkbox"/>	01/01/1900
08/05/2012	Taken by Payroll		Approval Monitor	REG	7.50	01/01/1900 12:00:00AM		<input type="checkbox"/>	01/01/1900
08/06/2012	Taken by Payroll		Approval Monitor	REG	7.50	01/01/1900 12:00:00AM		<input type="checkbox"/>	01/01/1900
08/07/2012	Taken by Payroll		Approval Monitor	REG	7.50	01/01/1900 12:00:00AM		<input type="checkbox"/>	01/01/1900
08/08/2012	Taken by Payroll		Approval Monitor	REG	7.50	01/01/1900 12:00:00AM		<input type="checkbox"/>	01/01/1900
08/11/2012	Taken by Payroll		Approval Monitor	REG	7.50	01/01/1900 12:00:00AM		<input type="checkbox"/>	01/01/1900
08/12/2012	Taken by Payroll		Approval Monitor	REG	7.50	01/01/1900 12:00:00AM		<input type="checkbox"/>	01/01/1900
08/13/2012	Taken by Payroll		Approval Monitor	REG	7.50	01/01/1900 12:00:00AM		<input type="checkbox"/>	01/01/1900
08/14/2012	Taken by Payroll		Approval Monitor	REG	7.50	01/01/1900 12:00:00AM		<input type="checkbox"/>	01/01/1900
08/15/2012	Taken by Payroll		Approval Monitor	REG	7.50	01/01/1900 12:00:00AM		<input type="checkbox"/>	01/01/1900

Step	Action
32.	Click the View Time menu. <div>View Time</div>
33.	Click the Payable Time Summary menu. <div>Payable Time Summary</div>



Training Guide Manager Self-Service Player

Step	Action
34.	Click in the Empl ID field. <input type="text"/>
35.	Enter the desired information into the Empl ID field. Enter " 020266 ".
36.	Click the Get Employees button. <input type="button" value="Get Employees"/>
37.	Click the Terri L Harrison link. Terri L Harrison
38.	The system automatically populates the End Date with the current date. The Start Date populates seven days prior to the End Date . The Start Date can be changed to any date, and the End Date automatically calculates out seven days.
39.	Enter the desired information into the Start Date field. Enter " 06032012 ".
40.	Click the Refresh icon. 
41.	The Payable Time Summary page reflects all reported time successfully converted into payable time.

Training Guide

Manager Self-Service Player



Step	Action
42.	To return to the Payable Time Detail page, click on the Detail Page link. Click the Detail Page link. Detail Page
43.	The system automatically populates the End Date with the current date.
44.	Use the Previous Week and Next Week links to view the previous or next reporting week.
45.	To return to the Payable Time Summary , click on the Summary Page link. Click the Summary Page link. Summary Page
46.	Use the Previous Week and Next Week links to view the previous or next reporting week. Click the Next Week link. Next Week
47.	The Start Date and End Date reflects the payable time for the next week.
48.	Congratulations! You are now able to: - Understand the Payable Time Detail page - Understand the Payable Time Summary page End of Procedure.

Viewing Leave Balances

PHRST End User Training V9.1



Viewing Leave Balances

View Sick, Annual, Comp and FMLA

PHRST End User Training V9.1



View Sick, Annual, Comp and FMLA



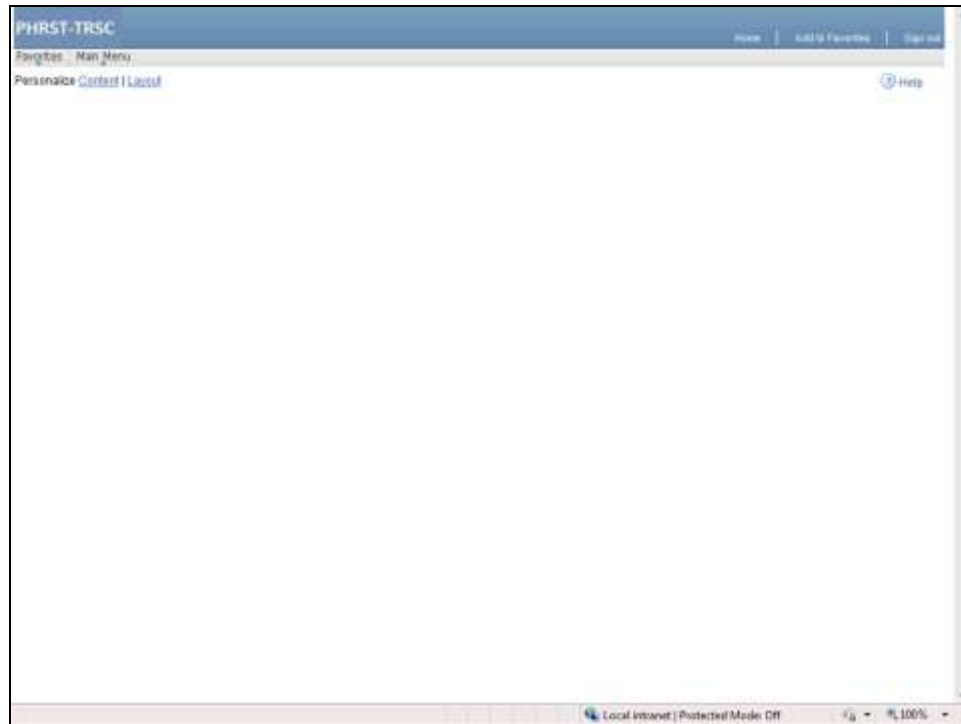
Training Guide Manager Self-Service Player


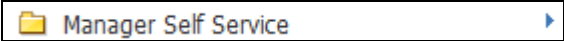
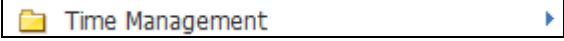
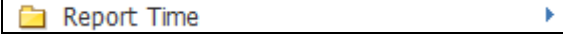
Procedure

By the end of this topic, you will be able to:

- Understand Leave Balances on the **Timesheet** page
- Understand the **View Leave Balances** page

Approximate time to complete topic: **5 minutes**




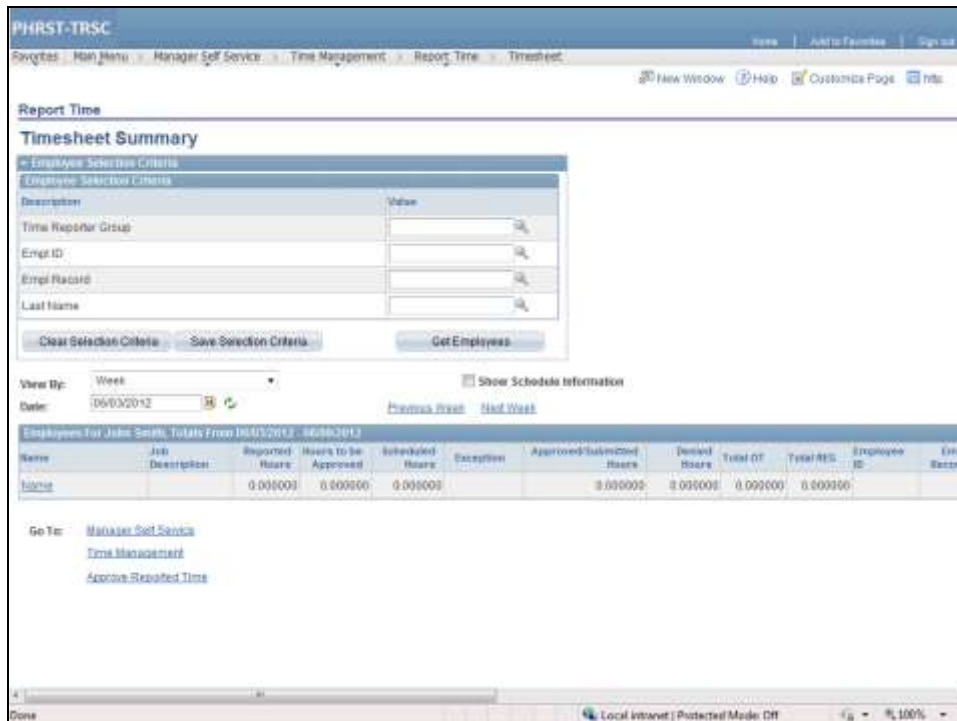
Step	Action
1.	Click the Main Menu button. 
2.	Click the Manager Self Service menu. 
3.	Click the Time Management menu. 
4.	Click the Report Time menu. 

Training Guide

Manager Self-Service Player




Step	Action
5.	Click the Timesheet menu.  Timesheet

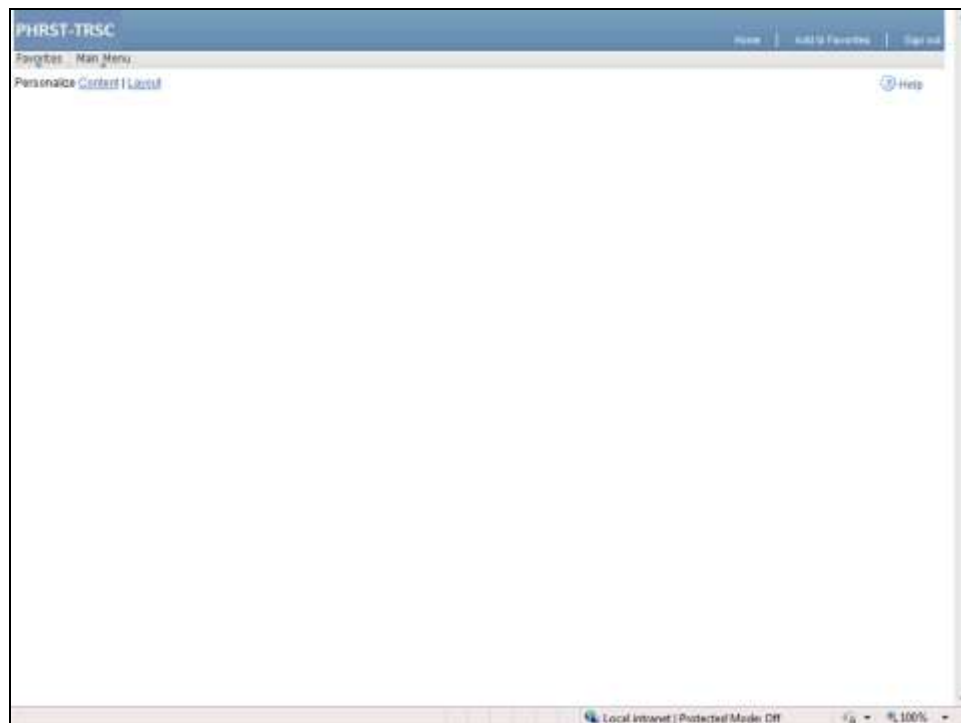




Step	Action
6.	Click in the Empl ID field. <input type="text"/>
7.	Enter the desired information into the Empl ID field. Enter " 019539 ".
8.	Enter the desired information into the Date field. Enter " 05202012 ".
9.	Click the Get Employees button. <input type="button" value="Get Employees"/>
10.	Click the Annette Arlequin link. Annette Arlequin



Training Guide Manager Self-Service Player

Step	Action
11.	<p>After an employee submits time, Sick and Vacation balances update to reflect the Leave taken. Leave Adjustment TRCs and the Leave award will not be reflected in these balances until after Pay Confirm.</p> <p>A Comp Time Balance displays if the employee is enrolled in a Comp Time Plan. Comp Time balances update after the Time Admin Process, and are based on the date entered on the Timesheet.</p> <p>Click the Leave and Compensatory Time Balances section.</p> 
12.	The Sick leave balance reflects the leave taken on 05/23.
13.	Return to the Main Menu by clicking the Home link to navigate to the Leave Balances page.





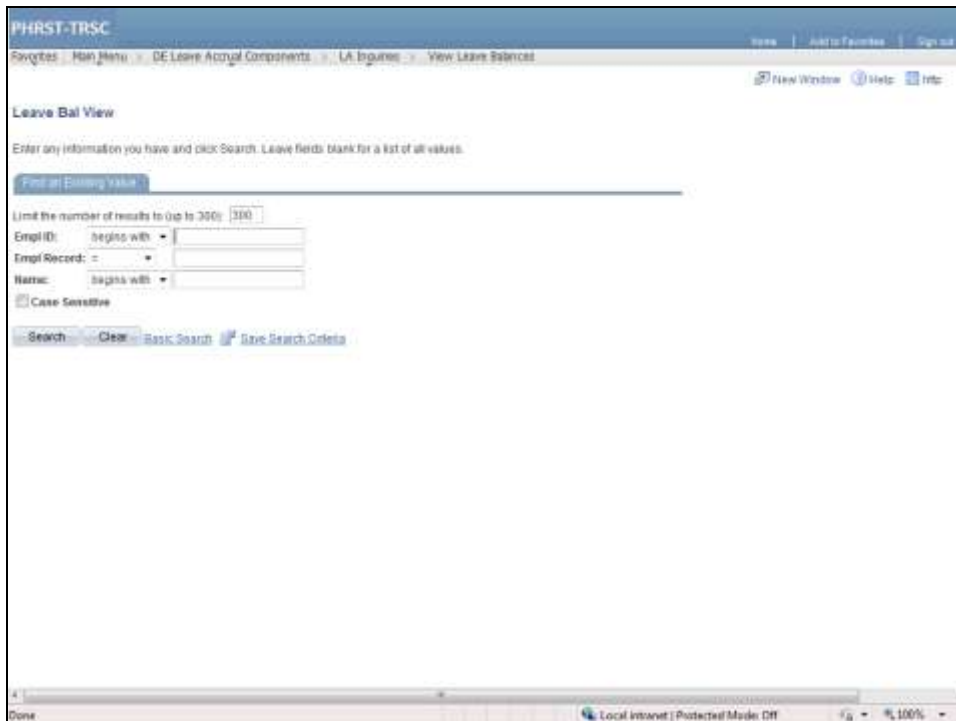
Step	Action
14.	<p>Click the Main Menu button.</p> 
15.	<p>Click the DE Leave Accrual Components menu.</p> 

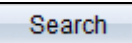
Training Guide

Manager Self-Service Player



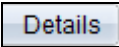

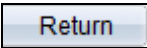
Step	Action
16.	Click the LA Inquiries menu.  LA Inquiries
17.	Click the View Leave Balances menu.  View Leave Balances



Step	Action
18.	Enter the desired information into the Empl ID field. Enter " 019539 ".
19.	Click the Search button. 
20.	View Leave Balances page displays balances for an employee as of a pay period end date for Sick Leave , Annual Leave , Comp Time , and FMLA .
21.	Monthly Accrual Rate Annual/Sick is the number of Annual and Sick Leave hours an employee accrues per month.
22.	FMLA Year Begin/Expiration Date is populated the first time a FMLA Time Reporting Code is reported.
23.	Service Date is used to determine months of service for Annual Leave accrual.



Training Guide Manager Self-Service Player

Step	Action
24.	Last Pay Period End Date is the end date of the last confirmed pay period.
25.	To view historical balances, change the date in the BALANCES ARE AS OF field. Any date can be entered; however, the data displayed is as of the closest Last Pay Period End Date when the Refresh Date button is clicked.
26.	Description identifies the Leave Plan.
27.	Hours Carried Over-Prev Year displays the number of hours carried over from the previous plan year.
28.	Hours Earned Year-to-Date displays the number of hours awarded for the plan year as of the pay period end date of the last confirmed pay period.
29.	Hours Adjusted Year-to-Date displays the number of hours entered using leave adjustment codes for the plan year.
30.	Hours Available Year to Date displays the sum of Hours Carried Over-Prev Year plus Hours Earned Year-to-Date minus or plus Hours Adjusted Year-to-Date .
31.	Hours Taken Year-to-Date displays the total number of hours taken for the plan year.
32.	Leave Hours Balance displays the Hours Available Year-to-Date minus Hours Taken Year-to-Date . Note: The employee's Sick and Annual leave viewed on the employee's Timesheet can be different depending on whether the pay period has gone through confirm.
33.	To review specific details of any leave earned or taken, click on the corresponding Details button. Click the Details button. 
34.	The View Leave Detail page lists leave hours Earned , Taken , and Adjusted and the date and number of hours associated with that Time Reporting Code .
35.	Only six rows are shown, click the View All link to view all 23 rows. Click the View All link. 
36.	Click the Return button. 

Training Guide

Manager Self-Service Player



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Leave Bal Summary

VIEW LEAVE BALANCES

Name: Elery Brokenbough EmpID: 013295
 Job Title: Administrative Specialist EmpID: 0

Monthly Accrual Rate Annual: 13.250000 Annual Leave Max Carry Over: 318.000
 Monthly Accrual Rate Sick: 8.500000 Sick Leave Max Carry Over: 99999.000
 FMLA Year Begin Date: FMLA Expiration Date: Service Date: 02/09/1987 Last Pay Period End Date: 03/28/2009

Clear BALANCES ARE AS OF: 03/28/2009 Refresh Data

Description	Hours Carried Over Prior Year	Hours Earned Year To Date	Hours Adjusted Year To Date	Hours Available Year To Date	Hours Taken Year To Date	Leave Hours Balance	Details
Sick Leave	185.250000	28.500000	0.000	213.75	0.000	213.750000	Details
Annual Leave	84.750000	38.750000	0.000	124.50	0.000	124.500000	Details
FMLA Available	0.000000	450.000000	0.000	450.00	0.000	450.000000	Details

[Return to Search](#) [Refresh](#)

Step	Action
37.	<p>Congratulations! You are now able to:</p> <ul style="list-style-type: none"> - Understand Leave Balances on the Timesheet page. - Understand the View Leave Balances page. <p>End of Procedure.</p>